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22 June 1984

MEMORANDUM FOR: Director of Personnel

FROM:

Chief, Human Resources
Planning StaffSUBJECT: Human Resource Management
Information System - October 1981 -
April 1984

1. The Human Resource Management Information System (HRMIS) is a series of reports on manpower trends that are produced in graphic form. It has been modified during the past year in an effort to provide OP managers with a clear, comprehensive overview of manpower trends. The attached graphs have been selected to provide a manpower trend review of FY 1983 and FY 1984. This covering memorandum summarizes some of the major factors derived from the attached HRMIS graphs.

2. Strength (Tab A): The attached graphs clearly show the steady growth of the Agency by over fulltime permanent employees over the last 2 1/2 years. The impact of the FY 1983 FTE controls is clearly evident from March 1983 through July 1983, with an average monthly EOD of only about during this period as opposed to about for the other months (excluding the traditionally bad EOD month of December). A shift in the Agency age populations is also evident with the age 40-49 group surpassing the 30-39 group in November 1982 and continuing to steadily increase. A shift in Agency sub-categories is also evident in the last several years, beginning with the conversion of over Clerical employees to the Technical ranks in December 1981 and continuing with increasing growth in the Technical ranks up to the present time.

3. Accessions (Tab B): The usual pattern of high EODs in September, October, and January; and low EODs in December is seen for the 2 1/2 year period. In 1983, the reduced EOD levels resulting from EOD controls are clearly evident from February through July. The EOD patterns show that females were hired in about the same pattern and numbers as males, and that these male/female patterns correlate quite closely with those of Officers and Clericals respectively.

4. PRAs (Tab C): A continuously increasing number of Personal Rank Assignments (PRA) is evident over the past two-year period. The pattern shows a gradual build through the year with a significant reduction in the June - August time-frame. This anomaly could be explained through spring promotions into PRA status, which are eliminated through summer reassignments. It is

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25X1 evident that most of our PRAs are in the Career Services with significant
25X1 numbers of overseas positions. However, it should be noted that each October
plateau has been [] cases higher than the last. About 75 percent of this
increase is found in the DDA and DDS&T, but the total now represents about
[] PRAs which are potentially blocking promotions for other Agency
employees.

5. Separations (Tab D): A cyclical pattern of separations is clearly evident with the highs occurring around January and July, and the lows occurring around October and April. While most of the personnel subcategories have fairly steady separations throughout the year, the rate of Officer separations display the monthly variations that obviously drive the Agency separation cycles. It is also evident that the January peaks are getting higher and the typical fall valleys are getting lower. Both of these trends reinforce the Agency's return to a higher, and more normal, separation rate.

6. Retirements (Tab E): The patterns for Agency retirements are virtually identical to the separation patterns for the same period. The large number in January 1984 reflects the 20 percent increase in Civil Service retirements observed this year. It would be expected that the largest number of these increased retirements would occur in January to ensure the retirees of the largest lump-sum annual leave payment possible. Males represent 70 percent of our retiring employees, but only about 60 percent of our on-duty strength. This would seem to reflect a different kind of career pattern for males and females.

25X1 7. Retirement Eligibles (Tab F): The continuous building of the numbers of employees eligible for retirement seems to have leveled off at about [] An increase in the number of Agency employees who are eligible to retire is consistent with the growth in the number of Agency retirements each year. However, other studies indicate that this growth represents a return from abnormally low levels, as opposed to a build toward abnormally high levels. It is also interesting to note that the DDO actually has the largest number of employees qualified for retirement, despite the overall larger size of the DDA. This would seem to indicate that the DDO eligibles tend to stay on longer after obtaining eligibility.

8. In summary, the Agency does not appear to be approaching any unsettling manpower trends in the near future. However, we will undertake a longer range review of retirements in view of the indications of an aging Agency population.

Attachment

Distribution:

Original - Addressee

1 - Chrono.

1 - HRMIS

1 - Stayback

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